

# SAMPLE AGREEMENT TEMPLATE FOR A SIMPLE COLLABORATION

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## COLLABORATION AGREEMENT BETWEEN PARTNER ORGANIZATIONS

(insert legal names and addresses of each partner)

**Outcomes, Goals and Objectives.** Provide broad statements of what partners want to achieve. A work plan can be attached as an appendix to the agreement.

**Collaboration Values.** Describe values or principles that guide the relationships and work of the collaboration.

**Roles and Responsibilities.** Describe who will do what, who will be responsible for what, who will report to whom, and how the collaboration and its activities will be managed. Think about individual partner's roles and responsibilities as well as any decision-making groups, such as committees and lead agency (Terms of Reference can be attached).

**Resource Commitments.** Describe staff, facility, and/or in-kind commitments.

**Finance Commitments.** Detail the financial contributions of each partner or any other financial arrangements. A budget can be attached as an appendix to the agreement.

**Evaluation.** Specify how the collaboration will evaluate identified outcomes. An evaluation plan can be attached as an appendix to the agreement.

**Decision Making.** Specify a mutually satisfactory process for making significant decisions. *EXAMPLE:* The Steering Committee will strive for consensus in all of its decisions. In instances where consensus is not possible, the Chair can request that an issue be put to a vote where each partner is entitled to one vote and a simple majority will decide the outcome.

**Resolving Conflicts.** Specify a mutually satisfactory process to resolve conflicts and complaints. *EXAMPLE:* Where differences arise, the partners agree to:

- Address their differences in a timely, open and honest manner
- Attempt to resolve issues at the staffing level at which they occur
- Engage an independent mediator, if appropriate, to assess the collaboration and/or the situation, either when required or as part of a formal evaluation

**Termination of Collaboration or Partner Involvement.** Specify a mutually satisfactory process to terminate the collaboration, or a partner's involvement in the collaboration.

*EXAMPLE:* Project Partners will provide a minimum of 3 month's written notice to the Steering Committee regarding their intention to withdraw from the collaboration, and will complete any outstanding reporting and service delivery commitments. Instances where partners are not maintaining their commitment will be brought forward to the Steering Committee for discussion and conflict resolution if required.

In the event that partners acknowledge that their participation is no longer viable, partners can agree to dissolve the relationship, honourably and without acrimony, following discussion of the situation and alternatives to the current arrangement at the Steering Committee. Notice will be served in writing to all pertinent stakeholders.

IN WITNESS OF THIS AGREEMENT the parties have executed below:

(LEGAL NAME OF EACH PARTNER ORGANIZATION)

Per its authorized signatories

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name and title



**United Way**  
Toronto

Developed by United Way Toronto with  
Heather Graham and Linda Mollenhauer